

NUMBER: ADM-17.03

TITLE: ADMINISTRATION OF AGENCY TRAINING PROGRAMS

ISSUE DATE: February 1, 2007

RESPONSIBLE AUTHORITY: DIVISION OF TRAINING

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-17.03, (January 15, 2003)

RELEVANT SCDC FORMS/SUPPLIES: 17-5, 17-7, 17-8

ACA/CAC STANDARDS: 4-ACRS-7B-12, 4-ACRS-7B-13, 4-ACRS-7B-19, 4-4079, 4-4081, 4-4093, 4-4094

STATE/FEDERAL STATUTES: S.C. Code Ann. 23-6-400, 23-6-410, 23-6-420, 23-6-430, and 23-6-440 (Supplement 2000), and S.C .Department of Public Safety Regulations, Chapter 38

PURPOSE: To provide guidelines for the administration of training programs throughout the South Carolina Department of Corrections, and to provide conditions and criteria for the receipt of training credits (hours) by employees.

POLICY STATEMENT: To promote professionalism among Agency staff through the development of job related skills, and to comply with mandated or legally prescribed training requirements, employees of the South Carolina Department of Corrections will be afforded training credit for their attendance and/or participation in training classes approved through the Division of Training.

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SPECIFIC PROCEDURES:

## 1. EMPLOYEE TRAINING CREDIT:

1.1 Training credit will be provided to employees for any instruction or training received that meets the criteria as set forth in these procedures.

1.2 Employees will only be given training credit for the actual amount of time they spend in an instructional setting. Therefore, training credit will not be given for any noted breaks, registration periods, or lunch/dinner hours in a program outline or agenda.

1.3 The Division of Training will be responsible for maintaining accurate information concerning each employees training credits.

1.4 Employees will be provided information pertaining to their total number of approved and documented training credits in their semi-annual Leave Statement issued to each employee through the Division of Human Resources and, where applicable, the automated Training inquiry screen.

1.5 Employees will be required to receive a predetermined number of minimum training credits each Calendar Year to comply with the requirements of Continuing Law Enforcement Education (CLEE). Information pertaining to the number of training credits to be received by each employee is included in SCDC Policy/Procedure ADM-17.01, "Employee Training Standards."

1.6 Training credits will be provided to employees in half-hour increments.

1.7 Employees should not be scheduled to attend training when in an off-duty status. (4-4081)

1.8 All original training rosters, to include extra agency training, workshops, conferences, meetings, and video training must be submitted to the Training Academy within 30 calendar days of the completion of the training. Justification for overdue rosters must be made in writing to the Director, Division of Training. The Director, Division of Training, may approve late rosters under exceptional circumstances

## 2. ACCEPTABLE TRAINING COURSES, PROGRAMS, OR OTHER METHODS OF INSTRUCTION:

Training credits will be provided to employees for attendance and participation in the types of courses, programs, or other methods of training instruction listed below, provided that the following minimum criteria are met:

2.1 SCDC (In-house) Training: Training credit will be provided for a SCDC training course provided that it meets the following minimum criteria:

2.1.1 The course must be taught by an authorized trainer, instructor, or leader approved in advance through the Division Director of Training or an approved designee;

2.1.2 Courses that will be taught more than one (1) time must have identified training objectives and a written lesson plan. Lesson plans must be pre-approved by the Division Director of Training or designee prior to the course being instructed (See Paragraph 4., below, for lesson plan format requirements.);

2.1.3 The course must begin and end at the times specified in the lesson plan;

2.1.4 The original SCDC Form 17-7, "Training Roster," listing the names of all class participants and the signature of the instructor/training supervisor must be completed and forwarded to the Division of Training within 30 calendar days of the conclusion of the instruction; and

2.1.5 Copies of SCDC Form 17-8, "Training Evaluation," must be completed by at least one-third of all participants (randomly selected), summarized, and forwarded to the Division of Training, along with the original SCDC Form 17-7, "Training Roster," as addressed above.

2.1.6 Any deviation from 2.1.1 through 2.1.5, above, must be approved in advance on a case by case basis by the Division Director of Training or designee.

2.2 Extra Agency Training and Mandatory/Required Training : Training credit will be afforded for extra agency training provided that the following minimum criteria are met: (NOTE: Prior approval must be obtained from an employees supervisor or other higher authority who may grant time away from the job to attend any extra-agency training that may be offered during normal working hours and/or involves the expenditure of any Agency funds.)

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2.2.1 The course or program must be job-related or related to the employees future job duties/professional development. This information will be indicated by the employee on SCDC Form 17-5, "Other Agency Training Report," in the space provided.

2.2.2 The original SCDC Form 17-5, "Other Agency Training Report," must be completed and signed by the employee and the employees supervisor and forwarded to the Division of Training. The employee must attach to this form the following items and forward them to the Training Academy within 30 calendar days of the employees completion of the class/course: (See Paragraphs 2.2.3 and 2.2.4, below, for additional/other requirements for college/university classes and correspondence courses.)

- a copy of an outline of the material/subjects covered in the training; and
- written verification of his/her attendance and/or successful completion of the training with the total number of contact training hours received (e.g., Certificate of Completion, grade report and/or transcript, a letter from the instructor or organizational head, etc.).
- 2.2.3 If the course attended was a correspondence or on-line course, the hours awarded must be verified in writing by the group, organization, or college/university sponsoring the course and this verification must be attached to SCDC Form 17-5.
- 2.2.4 If the course attended was provided at a college or university, written verification of the employees successful grade report and/or transcript must be submitted within 45 days of the employees completion of the class in order to be provided training credit. A copy of this report must be attached to SCDC Form 17-5.
- 2.2.5 Upon receipt and approval of SCDC Form 17-5, the form and all related attachments will be forwarded to the Records Section, Division of Training, for appropriate record keeping and maintenance.
- 2.2.6 Extra Agency training hours will not be substituted for training mandated by policy/procedure or CLEE See definition of mandatory training, below. (4-ACRS-7B-12, 4-ACRS-7B-13, 4-ACRS-7B-19, 4-4079, 4-4093, 4-4094)

2.3 Agency Workshops, Conferences, and Meetings: Training credit will be given to employees for their attendance at an SCDC sponsored workshop, conference, or meeting provided that the following minimum criteria are met:

2.3.1 The training must have been conducted by an authorized trainer, instructor, or leader who is approved by the Division Director of Training or designee.

2.3.2 Written documentation must be provided concerning the scheduled start and ending times of the training, to include (if applicable) information pertaining to any prearranged breaks, registration periods, and/or lunch/dinner hours, so that training credits can be accurately calculated. A copy of this documentation will be attached to SCDC Form 17-7, "Training Roster," addressed in Paragraph 2.2.2, above.

2.3.3 The course must have identified training objectives and a written agenda, or outline that clearly indicates how the objectives are to be met. A copy of this outline will be attached to SCDC Form 17-7, "Training Roster," addressed in Paragraphs 2.1.2 through 2.1.4, above.

2.3.4 An original completed SCDC Form 17-7, "Training Roster," listing the names of all participants and the signature of the instructor/trainer must be completed and forwarded to the Division of Training within 30 calendar days of the conclusion of the instruction.

2.3.5 The original SCDC Form 17-8, "Training Evaluation," must be completed by at least one-third of all participants (randomly selected), summarized, and forwarded to the Division of Training, along with a copy of the SCDC Form 17-7, "Training Roster," addressed in Paragraph 2.1.4, above.

2.4 Video/DVD Training: A maximum of 16 hours of training credit will be afforded employees per calendar year for video training provided that the following minimum criteria are met:

2.4.1 Requests for video/DVD training must have prior approval from the Division Director of Training/designee.

2.4.2 SCDC Form 17-7, "Training Roster," listing the names of all participants and the signature of the employee's supervisor or the instructor/trainer will be completed and the original copy forwarded to the Division of Training.

2.4.3 No employee will receive credit more than one time for viewing the same approved video/DVD.

2.5 Workshop training credit may be given for any job related topic that is designed to be taught on a one-time basis only. The following information must be submitted to the Division of Training:

- subject to be taught
- date of training
- number of training hours
- course objectives
- detailed outline showing how the objectives will be met; and

- the instructor's name and title

3. TRAINING CREDIT FOR INSTRUCTORS: A training instructor may receive training credit for teaching a mandatory or certified class provided that the following criteria are met:

3.1 For Mandatory/Required Training: The instructor will be awarded one-time training credit for teaching a training class deemed as "mandatory/required" by the Division of Training, provided that s/he submits a separate completed original SCDC Form 17-7, "Training Roster," with his/her name and employee identification number indicated on the form or submits this information on the bottom portion of the student roster. If a separate form is used it must be attached to the SCDC Form 17-7 completed for the participants of the class that s/he instructed.

3.2 Certified Training: Instructors must maintain current certification. The following courses must be taught by instructors who hold current instructor certification in the following disciplines: The curriculum will establish the frequency of annually, every two years, etc.:

- Adult CPR;
- PR-24/Batons;
- Defensive Tactics;
- Firearms;
- Standard First Aid
- Chemical Munitions;
- Emergency Preparedness Training (EPT); and
- Defensive Driving;

4. LESSON PLANS: Any classes taught by any entity of SCDC must have an approved lesson plan on file with the Division of Training prior to the training and training credit being granted.

4.1 Lesson plans must be submitted in a format approved by the Division Director of Training or designee.

4.2 Lesson plans will be reviewed by appropriate officials for relevance and content. After final approval by the Division Director of Training, these lesson plans will be submitted to the South Carolina Criminal Justice Academy.

4.3 The Division of Training will ensure all active lesson plans will be reviewed every two (2) years for accuracy and content in accordance with ACA standards and the Continuing Law Enforcement Education. Documentation of these reviews will be maintained on file at the Training Academy. A listing of all active lesson plans will be maintained in the Workshop Code Book and this listing will be updated on at least an annual basis by Academy staff.

4.4 On a monthly basis and/or as required, the Academy will notify the South Carolina Criminal Justice Academy of all new and updated courses to be added to the Continuing Law Enforcement Education course listing. The Division of Training will maintain a copy of this notification.

5. DEFINITIONS:

Extra Agency Training refers to training provided outside the SCDC, i.e., training conducted at outside colleges and universities, other state agencies, professional associations (e.g., SCCA, ACA or NABCJ), or other outside private or public training organizations (e.g., Career Track Seminars, National Institute of Corrections (NIC), etc.). (4-ACRS-7B-12, 4-ACRS-7B-13, 4-4079, 4-4093)

Mandatory or Mandated Training refers to any training required to be completed by an employee to maintain certain licensure and/or certification; maintain compliance with standards applicable to their job duties (i.e., ACA Standards); maintain compliance with Agency directives (specifically, training required by Agency policy and procedures, or training approved by the Agency Director, by one of the Deputy Directors, or by the Division Director of Training; or maintain compliance with applicable statutes, regulations, or other legal requirements (e.g., Continuing Law Enforcement Education Standards, OSHA regulations, etc.).

SCDC (In-house) Training refers to any training or instruction provided by approved SCDC instructors assigned to the Division of Training and/or resource instructors (i.e., instructors approved by the Division Director of Training or an approved designee), and/or other training offered/sponsored by the SCDC.

—  
s/Jon Ozmint, Director

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